



310 Seymour Lansing, MI 48933 Telephone: (517) 487-6550 Fax: (517) 487-6977

Agenda  
Lansing Housing Commission  
February 27, 2013

1. Call to Order.
2. Roll Call.
3. Approval of Minutes of January 30, 2013
4. Action Items
  - a) Resolution No. 1165-Approval of Resident Write-Offs January 1, 2013 to January 31, 2013
  - b) Resolution No. 1166-South Washington Park Electronic Surveillance System
5. Informational Items
  - a. Financial Reports - Ramiro Salazar
    - i. COCC
    - ii. Low Income Public Housing
    - iii. Housing Choice Voucher
  - b. Housing Choice Voucher Report – Kendra Schmidtman
  - c. Asset Management Report - Rod Slaughter
    - i. Mt. Vernon & Scattered Sites AMPs 102 & 104 Lisa Parsons
    - ii. Hildebrandt AMP 103 Rhonda Pagel
    - iii. LaRoyFroh AMP 111 Lisa Parsons
    - iv. South Washington AMP 112 Janell McLeod
  - d. Modernization Report Modernization Report Rod Slaughter
6. Executive Director's Comments
7. President's Comments.
8. Public Comment – limit 3 minutes per person.
9. Other Business.

Adjournment





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**Minutes of the January 30, 2012  
Lansing Housing Commission Meeting**

PRESENT AT ROLL CALL: Commissioners Frens, Bakken and Baltimore

GUESTS: None

STAFF:	Patricia Baines-Lake	Ramiro Salazar
	Roderick Slaughter	Kendra Schmidtman
	Rhonda Pagel	Janell Mcleod
	Melissa Witt	Cynitha Craig
	Erica Velasquez	Lisa Parsons

Chairman Baltimore called the meeting to order promptly at 5:32 p. m. Ms. Baines-Lake, Commission Secretary, called the roll.

The Agenda was approved as presented.

Commissioner Bakken moved and Commissioner Frens 2nd a motion to approve the minutes of the November 28, 2012 Board Meeting. **The Motion was approved.**

Commissioner **Frens** moved and Commissioner **Bakken 2<sup>nd</sup>** a motion to approve Resolution 1163 – Approval to Resident Accounts Write-off thru November 1, 2012 to November 30, 2012. **The Motion was approved unanimously.**

Commissioner **Frens** moved and Commissioner **Bakken 2<sup>nd</sup>** a motion to approve Resolution 1164 – Approval to Resident Accounts Write-off thru December 1, 2012 to December 31, 2012. **The Motion was approved unanimously.**

Informational Reports were provided as follows:

Financial Reports		Ramiro Salazar
Asset Management		Roderick Slaughter
Housing Choice Voucher Report		Kendra Schmidtman
Asset Management Report		
Mt. Vernon & Scattered Sites AMP 102-104		Lisa Parson
Hildebrandt	AMP 103	Rhonda Page
LaRoy Froh	AMP 111	Lisa Parsons
South Washington	AMP 112	Janell McLeod

Modernization Report

Roderick Slaughter



## Executive Director's Comments

The President had no comments

No Public comment

There being no other business, President Baltimore adjourned the meeting at 6:35 p. m.







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**February 27, 2013**

**Lansing Housing Commission  
310 Seymour Avenue  
Lansing, Michigan 48933**

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**Approval of Lansing Housing Commission's Account Receivable Write-Off's for January 2013-Resolution No. 1165**

**RECOMMENDATION:**

Staff recommends adoption of Resolution No.1165 which authorizes the finance division to write off accounts receivable on closed-out resident accounts as of the end of January 2013.

**CONTACT PERSON:**

Ramiro Salazar  
Financial Manager  
(517) 853.3066

**SUMMARY:**

This Resolution authorizes the finance division to write off \$15,359.95 (the full amount of resident balances on accounts closed as of January 31, 2013).

**BACKGROUND:**

It is an industry practice to write off resident receivables which are deemed uncollectable. The uncollected account balances for residents that moved out of LHC's portfolio as of January 31, 2013 total \$15,359.95. This figure was computed by taking the Aged Receivables for all residents less the Aged Receivables for Active residents. As required by our policy this report is updated and presented to you quarterly for your approval.

**FINANCIAL CONSIDERATION:**

Writing off these receivables is an acknowledgement LHC's maximum exposure is \$15,359.95 for outstanding rent and other charges due from residents who moved out of an LHC property as of January 31, 2013. All accounts receivable are sent to a collection agency that pursues restitution.



The collection agency is paid a portion of the amount recovered. As such, the financial impact may be less than the amount written off.

**POLICY CONSIDERATIONS:**

This action is consistent with LHC's write off policy.

Respectfully Submitted, 

Patricia Baines-Lake, Secretary to the Board  
Lansing Housing Commission





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### Resolution No. 1165

Adopted by the Lansing Housing Commission

February 27, 2013

#### BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:

The Lansing Housing Commission is authorized to immediately write off \$15,359.95 of resident account receivables as of January 31, 2013. Patricia Baines-Lake, in her capacity as Executive Director, or her designee is authorized to administer this resolution.

  
Chair

Yeas 3

Nays 0

Abstentions 0

Attest

Secretary

For Clerks Use Only

Resolution No: 1165  
Date Adopted: 02/27/2013







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**February 27, 2013**

**Lansing Housing Commission  
Lansing, Michigan 48933**

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

Approval to Execute a Contract between VidCom Solutions and the Lansing Housing Commission for the Installation of Electronic Surveillance System at South Washington Park-resolution No. 1166

**RECOMMENDATIONS:**

Staff recommends adoption of Resolution 1166, which authorizes the Executive Director or her designee to execute a Contract with VidCom Solutions to install Electronic Surveillance System at South Washington Park.

**CONTACT PERSON:**

Patricia A. Baines Lake  
Executive Director  
517.372.7996

**SUMMARY:**

Staff requests your approval to execute a \$64,900.00 contract with VidCom Solutions to install Electronic Surveillance System at South Washington Park.

**BACKGROUND:**

The residents at South Washington Park have expressed concerns regarding security monitoring. LHC has partnered with the Lansing Police Department ("LPD") to improve security. LPD and LHC staff indicated the electronic surveillance system is outdated and inadequate since many areas are not surveyed and the security camera system is outdated.

In order to improve security the electronic surveillance system at South Washington Park needs updated cameras installed, new wiring, enhanced recording capacity for monitoring daily activity and updated technology systems. Vidcom's proposal provided the best response to each of these criteria.

The RFP and specifications were prepared by Jeff Kludy of LPD. He has extensive experience in video surveillance with the Department. Jeff conducted the preliminary walkthrough on January 15, 2013 with the RFP respondents and answered all questions



regarding the Electronic Surveillance System. The RFP was sent to 10 Electronic Surveillance System providers in the Greater Lansing area. A Pre-Bid walkthrough was held at South Washington Park. There were three companies in attendance at the pre-bid walkthrough. Bids were submitted on January 30, 2013.

The bids were evaluated by a committee including Jeff Kludy, (LPD), Rod Slaughter (Director of Asset Management), and Janell McCloud (Asset Manager). The proposals were evaluated based on a 100 point scale and five criteria.

The committee scored all of the proposals and came to the conclusion that VidCom Solutions submitted the most responsive bid package of all three proposals.

**FINANCIAL CONSIDERATIONS:**

Contractor Name: VidCom Solutions

Bid Amount: \$64,900.00

Term: 3 year Parts and Labor Warranty

Funding: 2011 CFP

**POLICY CONSIDERATIONS:**

The recommended action is in compliance with applicable HUD Procurement Regulations and LHC's Procurement Policy.

Respectfully submitted:



Patricia B. Baines Lake, Secretary







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### Resolution No. 1166

Adopted By the Lansing Housing Commission

February 27, 2013

#### BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:

Patricia A. Baines-Lake, in her capacity as Executive Director or her designee, is authorized to execute a contract for the installation of an Electronic Surveillance System at South Washington Park with VidCom Solutions.

The resultant contact amount is \$64,900.00.

**Funding Source:** 2011 CFP funds.

  
Chair

Yeas: 3

Nays: 0

Abstentions: \_\_\_\_\_

Attest:

\_\_\_\_\_  
Secretary

For Clerks Use Only

Resolution No: 1166  
Date Adopted: 2/27/2013



### Bidder Tab

Bidder	Base Bid
Paschal Security System LLC. 2720 Alpha Access Street-Suite C Lansing, MI 48910	\$54,000
Guardian Burglar Alarm 20800 Southfield Rd. Southfield, MI 48075	\$53,790
VidCom Solutions 15559 South U. S. 27 Lansing, MI 48906	\$64,900

### South Washington Video Surveillance System Summary

The committee evaluated the three companies who submitted proposals for the Electronic Surveillance System at South Washington and decided unanimously to recommend VidCom Solutions. All of the companies offered a three (3) year warranty with the purchase of the cameras. Guardian Alarm proposed an additional leasing option of \$38,390 with a monthly service rate of \$383.

We selected VidCom Solutions over the other two companies, because 1. They had the best experience based on information submitted, 2. Their equipment installation design was the most comprehensive 3. The superior quality of proposed equipment and, 4. The compatibility of equipment with future technology.



Lansing Housing Commission  
Central Office Cost Center  
Income and Expense Report  
January 2013

Account Name		2013 Budgeted	December '12 Actual	January '13 Actual	Year to Date Actual	% of Budget Expended (CY)	% of Budget Expended (PY)	% Variance	FY 2012 Budget	January '12 Actual	Year to date Actual	% of Budget Expended
Property Management Fees	343001	\$ 455,476	\$ 35,898	\$ 35,852	\$ 253,470	56%	59%	-4%	\$ 436,831	\$ 36,409	\$ 259,089	59%
Bookkeeping Fees	343002	\$ 73,559	\$ 5,798	\$ 5,790	\$ 40,935	56%	57%	-1%	\$ 73,494	\$ 5,880	\$ 41,843	57%
OG Management Fee	343005	\$ 11,400	\$ -	\$ -	\$ 2,850	25%	33%	-8%	\$ 14,136	\$ -	\$ 4,673	33%
AMP Management Fee		\$ 100,080	\$ -	\$ -	\$ 25,020	25%	0%	25%	\$ 97,961	\$ -	\$ -	0%
Management Fee - HCV	343003	\$ 179,124	\$ 14,491	\$ 13,847	\$ 101,555	57%	55%	2%	\$ 171,488	\$ 13,135	\$ 94,170	55%
Other Income	369000	\$ 50,000	\$ 3,963	\$ 9,245	\$ 88,175	176%	215%	-39%	\$ 35,000	\$ 2,160	\$ 75,303	215%
<b>TOTAL REVENUE</b>		\$ 869,639	\$ 60,149	\$ 64,734	\$ 512,005	59%	57%	2%	\$ 831,910	\$ 57,584	\$ 475,078	57%
Administrative Salaries	411000	\$ 273,218	\$ 20,887	\$ 18,016	\$ 89,755	33%	67%	-34%	\$ 335,456	\$ 16,586	\$ 223,305	67%
Employee Benefits & FICA	454XXX	\$ 97,095	\$ 7,783	\$ 7,528	\$ 46,102	47%	35%	13%	\$ 154,721	\$ 1,558	\$ 53,879	35%
Legal	413000	\$ 3,000	\$ -	\$ 446	\$ 2,043	68%	61%	8%	\$ 35,000	\$ 19,332	\$ 21,186	61%
Travel	415000	\$ 7,000	\$ -	\$ 126	\$ 4,681	67%	0%	67%	\$ -	\$ -	\$ -	0%
Auditing Fees	417100	\$ 15,000	\$ -	\$ 9,749	\$ 13,749	92%	0%	92%	\$ -	\$ -	\$ -	0%
Publications	419006	\$ 400	\$ -	\$ -	\$ 224	56%	0%	56%	\$ 1,000	\$ -	\$ -	0%
Membership Dues & Fees	419008	\$ 5,000	\$ 185	\$ 6,910	\$ 7,095	142%	91%	51%	\$ 2,500	\$ 1,471	\$ 2,271	91%
Postage	419010	\$ 7,000	\$ 1,452	\$ (2,034)	\$ (4,257)	-61%	53%	-114%	\$ 1,500	\$ 1	\$ 801	53%
General Office Expenses		\$ 100,000	\$ 2,842	\$ 748	\$ 21,876	22%	0%	22%	\$ -	\$ -	\$ -	0%
Office Supplies	419014	\$ 5,000	\$ 2,027	\$ 695	\$ 5,083	102%	39%	62%	\$ 10,000	\$ 596	\$ 3,931	39%
Conference	419016	\$ 1,500	\$ -	\$ 0	\$ 3,154	210%	0%	210%	\$ -	\$ -	\$ 899	0%
Bank Fees		\$ -	\$ -	\$ -	\$ -	0%	0%	0%	\$ 4,000	\$ -	\$ -	0%
Computer Maintenance	419022	\$ 20,000	\$ 529	\$ 2,584	\$ 12,995	65%	182%	-117%	\$ 7,000	\$ 1,052	\$ 12,766	182%
Outside Printing	419030	\$ 500	\$ -	\$ 201	\$ 201	40%	0%	40%	\$ 2,000	\$ -	\$ -	0%
Software	419032	\$ 1,000	\$ 85	\$ 107	\$ 1,233	123%	8%	115%	\$ 5,000	\$ -	\$ 393	8%
Automotive	419044	\$ 1,000	\$ (0)	\$ (0)	\$ 396	40%	0%	0%	\$ -	\$ -	\$ -	0%
Classified Advertising	419040	\$ 1,000	\$ -	\$ -	\$ -	0%	2%	-2%	\$ 7,000	\$ -	\$ 135	2%
<b>Total Administrative</b>		\$ 537,714	\$ 32,948	\$ 44,201	\$ 204,330	38%	57%	-19%	\$ 565,177	\$ 40,596	\$ 319,566	57%
Water	431000	\$ 1,910	\$ 205	\$ 206	\$ 1,503	79%	22%	56%	\$ 3,000	\$ -	\$ 666	22%
Electricity	432000	\$ 23,715	\$ 1,634	\$ 1,684	\$ 12,261	52%	62%	-10%	\$ 22,000	\$ 1,719	\$ 13,575	62%
Steam & Gas	433000 4390	\$ 20,610	\$ 3,826	\$ 4,210	\$ 9,979	48%	30%	19%	\$ 24,000	\$ 1,655	\$ 7,089	30%
Phone/Internet/Communications	419004	\$ 10,300	\$ 484	\$ 716	\$ 7,337	71%	46%	25%	\$ 13,000	\$ 400	\$ 6,041	46%
<b>Total Utilities</b>		\$ 56,535	\$ 6,149	\$ 6,816	\$ 31,080	55%	44%	11%	\$ 62,000	\$ 3,774	\$ 27,371	44%
Maintenance Materials	442000	\$ 2,000	\$ 432	\$ 216	\$ 765	38%	74%	-36%	\$ 1,000	\$ 377	\$ 740	74%
Maintenance Contracts	4430xx	\$ 40,000	\$ 6,864	\$ 1,484	\$ 38,495	96%	44%	52%	\$ 32,000	\$ 5,030	\$ 14,176	44%
<b>Total Maintenance</b>		\$ 42,000	\$ 7,296	\$ 1,700	\$ 39,260	93%	45%	48%	\$ 33,000	\$ 5,407	\$ 14,916	45%
<b>Protective Services</b>	448000	\$ 4,250	\$ 586	\$ 179	\$ 2,712	64%	57%	7%	\$ 4,000	\$ 304	\$ 2,288	57%
<b>Insurance</b>	451xxx	\$ 40,000	\$ 1,433	\$ 663	\$ 6,130	15%	166%	-151%	\$ 17,000	\$ 14,061	\$ 28,220	166%
<b>SFTB Expenses</b>		\$ 20,000	\$ -	\$ -	\$ 200	1%	0%	1%	\$ -	\$ -	\$ -	0%
<b>OIG Repayment for SFTB</b>	419000	\$ 25,704	\$ -	\$ 6,426	\$ 19,278	75%	0%	75%	\$ -	\$ -	\$ -	0%
<b>Loan payments &amp; Real Estate Exp</b>		\$ 60,000	\$ 6,399	\$ 5,000	\$ 28,991	48%	0%	48%	\$ -	\$ -	\$ -	0%
<b>Additional Capital</b>		\$ 83,436	\$ 5,339	\$ (252)	\$ 180,024	216%	55%	161%	\$ 150,733	\$ (6,558)	\$ 82,717	55%
<b>TOTAL EXPENSES</b>		\$ 869,639	\$ 60,149	\$ 64,734	\$ 512,005	59%	57%	2%	\$ 831,910	\$ 57,584	\$ 475,078	57%
<b>NET INCOME (LOSS)</b>		\$ (0)	\$ (0)	\$ (0)	\$ -				\$ -	\$ -	\$ -	



Lansing Housing Commission  
Low Income Public Housing  
Income and Expense Report  
January 2013

Account Name		2013 Budget	December '12 Actual	January '13 Actual	Year to Date Actual	% of Budget Expended (CY)	% of Budget Expended (PY)	% Variance	FY 2012 Budget	January '12 Actual	Year to date Actual	% of Budget Expended
Net Tenant Rent (after vacancy loss)	311000	\$ 1,630,786	\$ 123,693	\$ 109,617	\$ 797,217	49%	61%	-13%	\$ 1,507,075	\$ 183,049	\$ 925,212	61%
	330010	\$ 5,444	\$ 165	\$ -	\$ 1,897	35%	0%	35%	\$ -	\$ -	\$ -	0%
Net Operating Subsidy	340000	\$ 3,061,304	\$ 277,764	\$ 279,301	\$ 1,947,291	64%	79%	-15%	\$ 2,646,446	\$ 290,110	\$ 2,078,145	79%
Investment Income	361000	\$ 32,000	\$ -	\$ -	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	0%
Other Income	369000	\$ 77,200	\$ 642	\$ 1,075	\$ 12,997	17%	1354%	-1337%	\$ 7,500	\$ 25,152	\$ 101,575	1354%
Other Tenant Charges: Late Charges	369001	\$ 32,300	\$ 3,400	\$ 4,275	\$ 28,419	88%	54%	34%	\$ 44,400	\$ 4,550	\$ 23,830	54%
Maint. Charge	369002	\$ 56,100	\$ 2,430	\$ 1,971	\$ 9,877	18%	115%	-97%	\$ 35,100	\$ 14,880	\$ 40,229	115%
Court Costs	369003	\$ 32,500	\$ 2,343	\$ 3,235	\$ 26,382	81%	59%	22%	\$ 37,500	\$ 3,264	\$ 22,094	59%
Inter-Amp Transfer (In)		\$ -	\$ -	\$ -	\$ -		0%	0%	\$ 50,686	\$ -	\$ -	0%
<b>TOTAL REVENUE</b>		\$ 4,927,634	\$ 410,436	\$ 399,474	\$ 2,824,079	57%	74%	-16%	\$ 4,328,707	\$ 521,005	\$ 3,191,085	74%
Administrative Salaries	411000	\$ 445,390	\$ 21,667	\$ 27,779	\$ 203,155	46%	71%	-25%	\$ 397,159	\$ (6,682)	\$ 282,129	71%
Legal	413000	\$ 47,100	\$ 3,049	\$ 2,488	\$ 31,917	68%	158%	-90%	\$ 20,170	\$ 1,752	\$ 31,878	158%
Travel	415000	\$ 2,850	\$ 249	\$ 506	\$ 1,638	57%	18%	39%	\$ 21,966	\$ 2,934	\$ 4,000	18%
Auditing Fees	417100	\$ 12,860	\$ -	\$ -	\$ 11,930	93%	0%	93%	\$ 22,843	\$ -	\$ -	0%
	419001	\$ 500	\$ (2,829)	\$ (1,806)	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	0%
Telephone	419004	\$ 29,200	\$ 1,285	\$ 3,150	\$ 19,278	66%	51%	15%	\$ 33,600	\$ 553	\$ 17,185	51%
Publications	419006	\$ 720	\$ -	\$ -	\$ 395	55%	0%	55%	\$ -	\$ -	\$ -	0%
Membership Dues & Fees	419008	\$ 2,670	\$ 1,078	\$ -	\$ 1,098	41%	52%	-11%	\$ 2,000	\$ 600	\$ 1,036	52%
Postage	419010	\$ 11,770	\$ 415	\$ 755	\$ 8,121	69%	49%	20%	\$ 12,108	\$ 363	\$ 5,901	49%
Collection Fees & Court Costs	419012	\$ 6,850	\$ 916	\$ 218	\$ 4,312	63%	19%	44%	\$ 48,608	\$ 58	\$ 9,383	19%
Office Supplies	419014	\$ 15,800	\$ (3,229)	\$ 4,308	\$ 22,960	145%	62%	83%	\$ 17,930	\$ 1,496	\$ 11,164	62%
Bank Fees	419020	\$ 16,500	\$ 1,619	\$ 1,959	\$ 10,959	66%	93%	-26%	\$ 11,941	\$ 287	\$ 11,090	93%
Computer Maintenance	419022	\$ 26,400	\$ 248	\$ 4,370	\$ 20,176	76%	87%	-10%	\$ 16,136	\$ 1,694	\$ 13,993	87%
Outside Printing	419030	\$ 900	\$ -	\$ -	\$ 908	101%	49%	52%	\$ 845	\$ 104	\$ 416	49%
Software	419032	\$ 11,185	\$ 102	\$ 783	\$ 2,639	24%	97%	-73%	\$ 5,000	\$ 164	\$ 4,833	97%
Automotive Maintenance	419044	\$ 21,900	\$ 1,120	\$ 1,120	\$ 9,637	44%	0%	44%	\$ -	\$ -	\$ -	0%
Inspections	419050	\$ 22,230	\$ 1,980	\$ -	\$ 3,400	15%	0%	15%	\$ -	\$ -	\$ -	0%
Management Fees	419101	\$ 430,841	\$ 35,898	\$ 35,852	\$ 253,795	59%	59%	0%	\$ 436,831	\$ 36,408	\$ 259,088	59%
Bookkeeping Fees	419102	\$ 71,368	\$ 5,798	\$ 5,790	\$ 40,935	57%	57%	0%	\$ 73,494	\$ 5,881	\$ 41,844	57%
Recreation/Other Services	422000	\$ 33,550	\$ 995	\$ 1,123	\$ 12,384	37%	72%	-35%	\$ 41,500	\$ 3,120	\$ 29,817	72%
Water	431000	\$ 417,380	\$ 26,916	\$ 25,523	\$ 243,914	58%	55%	4%	\$ 372,969	\$ 28,264	\$ 203,659	55%
Electricity	432000	\$ 166,800	\$ 9,503	\$ 9,852	\$ 93,913	56%	65%	-9%	\$ 141,030	\$ 8,611	\$ 92,263	65%
Gas	433000	\$ 409,000	\$ 25,642	\$ 48,117	\$ 134,889	33%	28%	5%	\$ 474,281	\$ 42,361	\$ 131,831	28%
Recycling	435000	\$ 58,407	\$ 3,098	\$ 9,559	\$ 22,643	39%	0%	39%	\$ 3,331	\$ 11,166	\$ 13,054	0%
Maintenance Labor	441000	\$ 602,078	\$ 11,644	\$ 39,460	\$ 309,365	51%	48%	4%	\$ 652,291	\$ 57,574	\$ 312,021	48%
Maintenance Materials	442000	\$ 247,000	\$ 12,496	\$ 21,471	\$ 155,610	63%	64%	-1%	\$ 202,184	\$ 11,731	\$ 129,348	64%
Garbage & Trash	443001	\$ 55,920	\$ 1,458	\$ 3,064	\$ 30,768	55%	55%	0%	\$ 54,580	\$ 225	\$ 30,285	55%
Heating & Cooling	443002	\$ 13,100	\$ 3,363	\$ 1,800	\$ 14,256	109%	0%	109%	\$ -	\$ 648	\$ 648	0%
Snow Removal	443003	\$ 15,650	\$ -	\$ (120)	\$ -	0%	5%	-5%	\$ 12,040	\$ 648	\$ 648	5%
Elevator Maintenance	443004	\$ 14,000	\$ 250	\$ -	\$ 13,595	97%	62%	35%	\$ 10,500	\$ -	\$ 6,548	62%
Landscape & Grounds	443005	\$ 40,500	\$ 4,040	\$ -	\$ 34,236	85%	101%	-16%	\$ 21,165	\$ -	\$ 21,285	101%
Unit Turnaround	443006	\$ 142,150	\$ 5,694	\$ 3,635	\$ 75,998	53%	51%	2%	\$ 110,600	\$ 3,183	\$ 56,618	51%
Electrical	443007	\$ 4,800	\$ -	\$ (115)	\$ 249	5%	21%	-16%	\$ 9,700	\$ 274	\$ 2,081	21%
Plumbing	443008	\$ 14,900	\$ 2,881	\$ 10,723	\$ 30,765	206%	39%	167%	\$ 17,800	\$ (4,805)	\$ 7,019	39%
Exterminating	443009	\$ 48,864	\$ 200	\$ 125	\$ 38,320	78%	75%	3%	\$ 43,600	\$ 15,513	\$ 32,758	75%
Janitorial	443010	\$ 1,200	\$ 976	\$ 420	\$ 4,498	375%	1%	373%	\$ 15,400	\$ -	\$ 220	1%
Routine Maintenance	443011	\$ 21,200	\$ 882	\$ 4,630	\$ 15,994	75%	156%	-80%	\$ 14,500	\$ 8,673	\$ 22,573	156%
Misc.	443012	\$ 53,200	\$ 849	\$ 1,676	\$ 24,642	46%	545%	-498%	\$ 18,215	\$ 90,972	\$ 99,218	545%

Lansing Housing Commission  
Low Income Public Housing  
Income and Expense Report  
January 2013

Account Name		2013 Budget	December '12 Actual	January '13 Actual	Year to Date Actual	% of Budget Expended (CY)	% of Budget Expended (PY)	% Variance	FY 2012 Budget	January '12 Actual	Year to date Actual	% of Budget Expended
Protective Services - Contracts	448000	\$ 7,732	\$ 4,498	\$ 3,483	\$ 24,140	0%	88%	-88%	\$ 12,650	\$ (2,825)	\$ 11,080	88%
Property	451001	\$ 109,022	\$ 6,549	\$ 6,549	\$ 62,591	57%	37%	20%	\$ 110,140	\$ 4,408	\$ 40,859	37%
General Liability	451002	\$ 53,730	\$ 3,377	\$ 3,377	\$ 30,729	57%	48%	9%	\$ 49,859	\$ 3,434	\$ 24,035	48%
Workers Comp.	451003	\$ 22,165	\$ 1,826	\$ 1,826	\$ 16,826	76%	55%	21%	\$ 21,720	\$ 1,509	\$ 12,003	55%
Other	451004	\$ 8,850	\$ 446	\$ 511	\$ 14,310	162%	17%	145%	\$ 18,450	\$ 443	\$ 3,105	17%
Payments in Lieu of Taxes	452000	\$ 95,500	\$ -	\$ -	\$ -	0%	0%	0%	\$ 56,340	\$ -	\$ -	0%
OPEB Expense	444400	\$ -			\$ 23,049	0%	0%	0%	\$ -	\$ -	\$ -	0%
Employee Benefits - Administrative	454000	\$ 200,502	\$ 5,737	\$ 18,215	\$ 75,458	38%	32%	6%	\$ 219,038	\$ 7,600	\$ 69,386	32%
Employee Benefits - Maintenance	454100	\$ 250,704	\$ 13,751	\$ 40,800	\$ 185,976	74%	69%	6%	\$ 186,811	\$ 12,637	\$ 128,270	69%
Employer FICA - Administrative	454200	\$ 34,115	\$ 895	\$ 1,375	\$ 13,346	39%	50%	-10%	\$ 30,624	\$ 1,890	\$ 15,160	50%
Employer FICA - Maintenance	454300	\$ 43,187	\$ 494	\$ 2,714	\$ 20,979	49%	47%	2%	\$ 50,596	\$ 2,643	\$ 23,599	47%
Extraordinary Maint. - Contracts	461003	\$ 15,000	\$ -	\$ -	\$ 470	3%	34%	-30%	\$ 26,523	\$ (97,893)	\$ 8,917	34%
Reserve Account		\$ 550,394	\$ 100,868	\$ (39,451)	\$ 441,157	80%	0%	80%	\$ 80,837	\$ 185,520	\$ 508,176	0%
<b>TOTAL EXPENSES</b>		\$ 4,927,634	\$ 304,110	\$ 293,388	\$ 2,824,079	57%	61%	-4%	\$ 4,199,905	\$ 447,223	\$ 2,579,905	61%
<b>TOTAL INCOME</b>		\$ -	\$ 0	\$ -	\$ 0				\$ 128,802	\$ (0)	\$ -	

**Lansing Housing Commission  
Housing Choice Voucher Program  
Income and Expense Report  
January 2013**

Account Name	G/L	FY 2013	accrued to prior year	Current Year						Prior Year			
				December '12	January '13	Year to date	% of Budget Expended (CY)	% of Budget Expended (PY)	% Variance	FY 2012 Budget	January '12 Actual	Year to date Actual	% of Budget Expended
Fraud Recovery Funds Retained	330010	19,000		445	172	5,071	27%	45%	-18%	25,000	4,291	11,222	45%
HCV Income - Admin Fees	341500	950,141		80,282	69,236	529,982	56%	54%	1%	921,540	68,551	500,302	54%
Other Revenue	369000	500		1,519	2	3,106	621%	299%	322%	100	39	299	299%
<b>TOTAL REVENUE</b>		<b>969,641</b>		<b>82,245</b>	<b>69,410</b>	<b>538,159</b>	<b>56%</b>	<b>54%</b>	<b>1%</b>	<b>946,640</b>	<b>72,881</b>	<b>511,823</b>	<b>54%</b>
Administrative Salaries	411000	370,285	(28,139)	26,315	26,712	176,863	48%	63%	-15%	361,443	28,464	226,460	63%
Legal	413000	800		0	0	980	122%	0%	122%	1,000	0	0	0%
Staff Training	414000	6,000		0	0	3,692	62%	0%	62%	11,000	0		0%
Travel	415000	1,000		0	0	186	19%	2%	17%	2,000	0	30	2%
Auditing Fees	417100	5,000		0	0	4,000	80%	0%	80%	5,000	0		0%
Telephone	419004	10,000		390	169	3,801	38%	70%	-32%	9,000	47	6,321	70%
Publications	419006	500		0	0	608	122%	28%	94%	1,000	0	279	28%
Membership Dues & Fees	419008	2,000		2,161	0	2,873	144%	34%	109%	1,500	234	513	34%
Postage	419010	14,000		1,189	1,279	8,811	63%	57%	6%	14,000	1,354	7,967	57%
Police Reports/Cred Chks	419012	4,000		7	0	6,402	160%	53%	107%	4,300	0	2,282	53%
Office Supplies	419014	9,000		786	3,415	9,384	104%	54%	51%	10,000	630	5,358	54%
Conference	419016	1,000		0	0	0	0%	0%	0%	2,000	0		0%
Computer Maintenance	419022	15,000		(0)	2,125	9,651	64%	45%	19%	20,000	984	9,042	45%
Outside Printing	419030	3,500		642	444	2,251	64%	99%	-35%	2,500	0	2,483	99%
Software	419032	10,000		3,002	188	11,125	111%	4%	107%	10,000	0	390	4%
Office Furniture	419038	0		0	0	2,737	0%	0%	0%	3,000	0		0%
Classified Advertising	419040	1,700		0	0	0	0%	0%	0%	3,000	(861)		0%
Office Rent	419042	24,000		2,000	2,000	14,000	58%	58%	0%	24,000	2,000	14,000	58%
Automotive Maintenance	419044	3,000		744	117	2,211	74%	66%	7%	2,000	70	1,326	66%
COCC - HCV Program Expense	419103	190,028		14,491	13,847	101,555	53%	55%	-1%	171,463	13,135	94,170	55%
Utilities - Water	431000	3,000	(239)	334	339	2,414	80%	43%	38%	3,200	0	1,374	43%
Utilities - Electricity	432000	29,000	(3,014)	2,667	2,749	14,476	50%	59%	-9%	31,000	2,012	18,165	59%
Utilities - Steam	439000	15,000		3,995	4,248	10,455	70%	24%	46%	23,550	0	5,678	24%
Maintenance Contracts	443000	21,000		2,003	3,408	10,161	48%	433%	-385%	3,000	1,190	12,988	433%
Insurance	451000	18,000		1,477	1,479	10,239	57%	61%	-4%	17,500	1,472	10,717	61%
Employee Benefits	454000	210,891	(2,153)	16,249	16,063	97,463	46%	55%	-8%	210,184	20,942	114,717	55%
s helter plus care paymts+				0	0						0		
Reserve Account		1,936		3,793	(9,170)	31,822	1644%	0%	1644%		1,208	(22,437)	0%
<b>TOTAL EXPENSES</b>		<b>969,640</b>	<b>(33,545)</b>	<b>82,245</b>	<b>69,410</b>	<b>538,159</b>	<b>56%</b>	<b>54%</b>		<b>946,640</b>	<b>72,881</b>	<b>511,823</b>	<b>54%</b>
<b>NET INCOME (LOSS)</b>		<b>0</b>		<b>0</b>	<b>(0)</b>	<b>0</b>				<b>0</b>	<b>0</b>	<b>0</b>	



## SECTION 8 DEPARTMENTAL REPORT

	November 2012	December 2012	January 2013
<b>TOTAL NEW LEASES</b>	4	9	11
Total Move-outs	15	15	6
Net	-11	-6	5
Number of Applicants on Voucher Wait List	620	620	620
Number of Applicants Pulled from Wait List	0	0	0
Number of Applications Withdrawn/Denied	9	4	0
Number of Informal Meetings	0	1	0
Number of Applicants Briefed	0	28	0
Total Resident Change of Units (transfers)	40	26	17
<b>TOTAL RECERTIFICATIONS DUE BY MONTH</b>	120	119	139
Annual Recertifications Completed	120	119	135
Annual Delinquent Reexaminations	0	0	0
Interims Completed	104	120	101
<b>TOTAL INSPECTIONS DUE BY MONTH</b>	114	60	136
Annual HQS Inspections Completed	116	78	150
Annual HQS Delinquent Inspections (PIC)	0	0	0
New RFTA Inspections	34	29	37
<b>FSS FAMILIES MANDATORY</b>	40	40	40
Total FSS Families	38	38	38
<b>Total # of HCV Accts. Rec.</b>	16	16	15
Monthly Total Amount Owed	\$5,548.20	\$5,400.20	\$5,020.37
Monthly Total Amount Collected	\$1,158.00	\$827.00	\$385.00
Voucher Program Total Units	1700	1700	1700
Traditional HCV Utilization	1557	1574	1579
<b>% UTILIZED UNITS</b>	<b>91.59%</b>	<b>92.59%</b>	<b>92.88%</b>
<b>Special Program Vouchers</b>			
Shelter Plus Care Voucher Utilization	50	51	51
VASH Voucher Utilization	75	81	81
Monthly Total Voucher Unit Utilization	1682	1706	1711
Total HCV Budget for 2011	\$9,740,000.00	\$9,740,000.00	\$10,153,272.00
Total HCV Budget Used YTD	\$8,818,860.15	\$9,671,563.15	\$845,287.00
HCV Budget Allocation YTD	\$8,929,133.37	\$9,741,000.04	\$846,106.00
<i>Expenditure Surplus (Overage) *</i>	<i>\$110,273.22</i>	<i>\$69,436.89</i>	<i>\$819.00</i>
Remaining Voucher Budget	\$921,139.85	\$68,436.85	\$9,307,985.00
Shelter Plus Care Budget	\$192,825.83	\$212,625.83	\$254,700.00
Shelter Plus Care Budget Used YTD	\$192,825.83	\$212,625.83	\$21,225.00
Shelter Plus Care Budget Allocation YTD	\$192,825.83	\$212,625.83	\$21,225.00
<i>Expenditure Surplus (Overage)</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>
Remaining Voucher Budget	\$0.00	\$0.00	\$233,475.00
VASH Budget	\$300,000.00	\$325,000.00	\$420,000.00
VASH Budget Used YTD	\$268,069.74	\$303,195.74	\$33,878.00
VASH Budget Allocation YTD	\$275,000.00	\$300,000.00	\$35,000.00
<i>Expenditure Surplus (Overage)</i>	<i>\$6,930.26</i>	<i>(\$3,195.74)</i>	<i>\$1,122.00</i>
Remaining Voucher Budget	\$31,930.26	\$21,804.26	\$386,122.00





310 Seymour Lansing, MI 48933 Telephone: (517) 487-6550 Fax: (517) 487-6977

February 27, 2013

Lansing Housing Commission  
310 Seymour Avenue  
Lansing, Michigan 48933

## **HONORABLE MEMBERS IN SESSION**

### **SUBJECT:**

Monthly Housing Choice Voucher Informational Report January 2013 Reporting Month

### **CONTACT PERSON:**

Kendra Schmidtman  
Housing Choice Voucher Coordinator

### **OVERVIEW:**

This report details the status of LHC's performance against HUD established benchmarks, highlights areas of concern, and identifies significant achievements. The highlights of this month's report are:

1. HUD requires PHA's to perform Quality Control ("QC") reviews on 24 waitlist files per year. 98% of the waitlist files drawn down must be drawn in accordance with LHC's policies. Zero (0) files were drawn down in January. 100% of all waitlist files are being audited. 19 files were audited in January. Four (4) files contained calculation errors; after corrections 100% of the files met HUD's Quality Control standards.
2. HUD requires that at least 98% of the rents approved by LHC meet established rent reasonable standards. HUD requires LHC to conduct rent reasonable tests on two (2) units per month. LHC performed 13 QC reviews of unit rents in January. The QC review indicated 100% of the rents approved by LHC in January met HUD's rent reasonableness standard.
3. HUD requires a QC review of an average of two (2) files per month to determine if proper documentation exists to make an accurate calculation of adjusted income. The LHC completed seven (7) QC file reviews on non-waitlist participant files in January. No errors were reported.
4. HUD requires that LHC perform QC inspections on 24 units per year, or an average of two (2) units per month. The LHC performed eight (8) QC inspections in January. Seven (7) units passed, one (1) unit failed and passed within 30-days.



5. HUD requires 98% of all 24 hour HQS deficiencies to be completed within 24 hours. The LHC cited five (5) 24-hour HQS deficiencies in the month of January. Four (4) were corrected within 24-hours. One (1) was tenant-responsibility and therefore the landlord was not abated. The tenant was served a 30-day termination notice; and repairs were made prior to the termination date.

Respectfully submitted,



Patricia Baines Lake, Secretary to the Board  
Lansing Housing Commission

Attachments







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February 27, 2013

## **HONORABLE MEMBERS IN SESSION**

Lansing Housing Commission  
310 Seymour Avenue  
Lansing Michigan 48933

### **SUBJECT:**

**January 2013 Asset Management Monthly Report**

### **CONTACT PERSON:**

Rod Slaughter  
Director of Asset Management

### **OVERVIEW:**

Lansing Housing Commission ("LHC") communities have an overall occupancy rate of 92.3%. Our goal is to maintain an overall occupancy rate of 98% going forward in 2013. During the month of January we established a renovation team that went around to all of the sites and got the majority of the vacant units renovated. The team will be completing units at South Washington as we move into February. By the middle of February we expect to have all of the units at LHC renovated and ready to be leased. The Managers will make contact with more than 100 applicants in order to fill the vacant units in February of 2013. During this time we have had the opportunity to address and monitor our current resident selection process. The current process will be discussed at the February meeting.

All AMPS achieved an overall score of 100% on PIC submissions to HUD in January. In January we had a total of 151 emergency work orders that were closed or abated in 1.06 days (2 work orders longer than 24-hours), and 150 routine work orders that were closed within an average of two (2) days per work order. Our goal is to close out all emergency work orders within 24-hours, and close out routine work orders within an average of three (3) days.

In January the Management staff reviewed and drafted proposed changes to the Admissions and Continued Occupancy Policy ("ACOP"). We will meet, in February, with the Resident Advisory Board ("RAB" -Residents from every LHC community & LIPH) who will provide input and comments on the proposed revisions during the 45-day comment period.



## Lansing Housing Commission AMP Activity - January 2013

		Total Units	Total Units Occupied	Percent Occupied	
AMP 102/104	Mt. Vernon Park (3*)	170	164	96.5%	
AMP 103	Hildebrandt Park	168	163	97.0%	
AMP 111	La Roy Froh Park	213	200	93.9%	
AMP 112	South Washington Park	279	245	87.8%	
Total Units		830	772	93.0%	
Move-Ins	14				
Move-Outs	14				

\* Number of units () offline

### LEASE ENFORCEMENTS:

This section will be discussed by the Finance Director at this time. The potential dollars lost and collected will be shown in this area in the future.







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February 27, 2013

## HONORABLE MEMBERS IN SESSION

Lansing Housing Commission  
310 Seymour Avenue  
Lansing Michigan 48933

### **SUBJECT:**

**Modernization Monthly Report for January 2013**

### **CONTACT PERSON:**

Rod Slaughter  
Director of Asset Management

### **OVERVIEW:**

This report provides an overview of the January modernization activities for LHC properties.

#### LaRoy Froh Fire

MC Smith Architects provided construction management for the renovation of the 6 units that were damaged by the fire. Insurance proceeds were received. Construction has been completed in all 6 units and they have been rented.

**Funding Source:** Insurance Proceeds less deductible

#### LaRoy Froh Community Center

Hobbs and Black was the architectural firm for this project. Omega construction was the contractor. Work commenced on May 23, 2012. LHC has approved change orders for unforeseen work and building inspector required changes totaling \$45,218.23 or approximately 13% of the original contract amount. All of the work has been completed with the exception of a punch list. After the punch list is completed final inspections will take place and this project should be completed. Head Start received a temporary certificate of occupancy and moved in the last week of September.

<b>Funding Source:</b>	CFP 2011
<b>Architect Fees:</b>	Included in Hildebrandt Above*
<b>Contract Amount:</b>	\$343,458.00 + \$55,807.48 (Change Orders) =
<b>Revised Contract Amount.</b>	\$399,265.48

#### ESCO

LHC and Honeywell met and agreed on the scope of work for the project which is guaranteed to save LHC \$2.8 million in saving measures over a 16 year period. We are preparing a package for submission to HUD for approval.





## FUTURE MODERNIZATION ACTIVITIES

After preliminary discussion regarding the Kitchen and Bath upgrades we became aware the existing architectural contracts were not sufficient to design upgrades for all LHC multi-family developments. As such, LHC issued an RFP for Architectural work to be completed over the next 3-5 years. We believe this project will have to be completed in phases. Mt. Vernon is the initial complex for bathroom and kitchen upgrades.

LHC contracted DLZ Engineering & Architectural Group to oversee design and provide construction management for an interior renovation of the Community Room at South Washington Towers. We have asked DLZ to develop new and innovative renderings for a modernized user friendly community room for our residents. This project should be completed by July of 2013.

MC Smith Associates & Architectural Group will provide Construction Management for the fire repairs at 3856 Wilson (Mt. Vernon). We are waiting for repair estimates before deciding how to proceed with the renovation work.





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**LHC Board  
Sign-In Sheet  
Date of Meeting: 02/27/13**

Name	Organization	Phone #	E-mail
Patricia Ann Baines-Lake	LHC	517 372-7996	Patbl@lanshc.org
Rod Slaughter	LHC	517 487-9847	rodericks@lanshc.org
Janell McLeod	SWP LHC	517 3938464	Janellm@lanshc.org
LISA Petersen	Lansing FROD	517 393-4890	LISA@lanshc.org
Melissa Witte	Mount Vernon	517-321-6054	melissaw@lanshc.org
Kandra Schmidt	HCV	517 487-0713	kandra@lanshc.org
Ramiro SALAZAR	LHC-FINANCE	(517) 833-3006	ramiros@lanshc.org
Andrea Wade	LHC	517-372-7145	andrenw@lanshc.org

